



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

WORKPLACE VIOLENCE AND HARASSMENT PROHIBITED

Effective Date: August 28, 2006

Policy #: HR-21

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- I. PURPOSE:** To identify procedures and guidelines that address occurrences of workplace violence and threats of violence between employees that may adversely impact job performance, morale, productivity, and patient care.
- II. POLICY:** Montana State Hospital has a zero-tolerance policy for workplace violence or threats of violence whether overt or implied. All substantiated acts of workplace violence or threats of violence will result in disciplinary action in accordance with state and hospital personnel policies and applicable union contracts. Action taken may include termination from employment. In circumstances where an act or a threat may constitute a crime, information will be provided to law enforcement agencies.

III. DEFINITIONS:

Workplace Violence – Any physical assault, attempt to physically assault, verbal or written threat to assault, threat of, or actual damage to personal property of another, or harassment between employees that is work related, whether it occurs on the Hospital campus or elsewhere. This definition also includes placing another person in fear of such actions. Also included are intentional behaviors on the part of one person to create a hostile work environment for others through the use of fear, intimidation, or ridicule.

Workplace Harassment – Words, gestures, or actions that alarm or abuse another employee. Also included are insults, taunts, or challenges to another person that are likely to provoke a violent or disorderly response. Use of offensively coarse language, offensive touching, or any other alarming or offensive conduct in the workplace that serves no legitimate purpose also constitutes harassment.

IV. RESPONSIBILITIES:

Hospital Administrator – implementation and monitoring of policy

V. PROCEDURE:

- A. Employees who are victims of workplace violence or harassment, or employees who witness acts of violence or harassment should immediately report the incident to a Supervisor, staff in the Human Resources Department, the Safety Officer, or the Hospital Administrator.

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- B. All incidents will be reviewed and threats will be assessed to determine the most appropriate course of action.
- C. Resolution will be sought in a timely manner.
- D. Employees may not be subject to retaliation or harassment for making a report.
- E. Employees with concerns over union jurisdictional matters must address the concern through established grievance procedures rather than raising the issue directly with other employees who may be the subject of the complaint.
- F. Persons making malicious or unfounded reports of violence will be subject to disciplinary action.

VI. REFERENCES: None

VII. COLLABORATED WITH: Director of Human Resources; Director of Nursing; Director of Business and Support Services; Safety Officer

VIII. RESCISSIONS: #HR-21, *Workplace Violence and Harassment Prohibited* dated May 12, 2003

IX. DISTRIBUTION: All hospital policy manuals

X. REVIEW AND REISSUE DATE: August 2009

XI. FOLLOW-UP RESPONSIBILITY: Director, Human Resources

XII. ATTACHMENTS: None

_____/_____/_____
Ed Amberg
Hospital Administrator

Date

_____/_____/_____
Todd Thun
Director of Human Resources

Date